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UNITED STATES DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20202

Executive Registry
83-3328

JUN 27 1983

Dr. John Doring
Director, Equal Employment Opportunities
Central Intelligence Agency
Chamber of Commerce Building
Room 626
Fairfax Drive
Arlington, Virginia 20505

Dear Dr. Doring:

Executive Order 12320 requires each Federal agency and department to submit to the Secretary of Education annual plans of projected assistance to Historically Black Colleges and Universities (HBCUs). Your Fiscal Year 1984 plan should specify efforts your agency will take in the upcoming year to increase support to HBCUs.

As discussed during our meeting of June 8 with you and other HBCU agency representatives, the enclosed reporting forms are identical to those used for the FY 1983 Annual Plan. Please complete the forms and return them to the White House Initiative Office by July 22 at the following address:

Dr. Margaret J. Seagears
Executive Director
White House Initiative Office
ROB-3, Room 3682
Washington, D.C. 20202

I encourage your agency to set goals designed to increase the participation by HBCUs in programs administered by your agency. Goals should be:

- o time-oriented
- o measurable
- o related to:
  - barriers to HBCU participation
  - problems of past underrepresentation of HBCUs
- o responsive to policies set forth in President Reagan's September 22, 1982 Memorandum to Cabinet Heads and Federal Agency Heads throughout government

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Finally, to insure inclusion in the Annual Federal Plan of Assistance to Historically Black Colleges and Universities, which will be presented to President Reagan in September 1983, it is imperative that your Plan be received by July 22.

Should you have questions, please call the White House Initiative Office at 472-6244. Your continued support and involvement in this effort are kindly appreciated.

Sincerely,

Edward Elmendorf

Edward M. Elmendorf
Assistant Secretary
Postsecondary Education

Enclosure

cc: The Honorable William J. Casey

[redacted] STAT

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Due Date: July 22, 1983

WHITE HOUSE INITIATIVE ON HISTORICALLY BLACK COLLEGES AND UNIVERSITIES

Instructions and Guidelines for Development of Agency Annual Plans for FISCAL YEAR 1984

General Instructions

Executive Order 12320 mandates that Federal agencies develop an ANNUAL FEDERAL PLAN to increase the ability of Historically Black Colleges and Universities (HBCUs) to participate in federally-sponsored programs. The attached Form is designed to assist each agency in developing its agency plan for fiscal year 1984. These agency plans will be integrated into an ANNUAL FEDERAL PLAN for consideration by the President and the Cabinet Council on Human Resources.

Specific instructions are provided below for completing the attached Form. It is important that your agency complete the information in accordance with the instructions to ensure the accuracy and consistency of the data reported to The Office of the White House Initiative. Please provide all figures in whole dollar amounts.

Instructions for Completing the Annual Federal Plan Form

The Form requests information on the Projected Obligations Amounts, the Establishment of Percentage (%) Program Goals, and the Implementation Strategies to Achieve Established Goals for fiscal year 1984 (estimated), relating to Historically Black Colleges and Universities (HBCUs) and all Higher Education Institutions (HEIs). Implementation strategies should be specific and summarized in accordance with each general program area.

Agency Profile Data

Under the caption AGENCY PROFILE DATA, Item No. 3 should reflect the entire pool of funds available for all HEIs. This figure should involve or reflect the total universe of agency funds that can be allocated to HEIs. For example, private firms and universities often compete for Federal funds involving research grants/awards, or projects such as business development centers. It is this potential pool of eligible dollars that should be reflected in Item No. 3. The total of available funding in each general program area should equal the figure in AGENCY PROFILE DATA, Item No. 3, for each agency.

Categories (Column A)

Information on agency funding amounts and percentage goals should be provided for six (6) general program areas. These areas include:

(1) Research and Development
(2) Program Evaluation
(3) Training
(4) Facilities and Equipment

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(5) Fellowships, Traineeships, Recruitment and IPAs
(6) Student Tuition Assistance, Scholarship and Aid

The information on fund amounts requested in each of these program areas is mutually exclusive and should be reported as such to avoid duplication and distortion. Agency funds are to be reported on a projection basis. In cases of interagency transfer of funds, the agency which actually obligates the funds to an academic institution will have reporting responsibility. In addition, Federal funds paid directly by the Federal Government to students are not to be reported.

The HBCU percentage goals for FY 1984 should be stated as a percent of the total amount of funding to all HEIs in each general program area (HBCUs divided by HEI = HBCU percentage goal). In establishing FY 1984 HBCU agency obligation targets which, in turn, will determine the percentage goals, such targets should be realistic.

Definitions

For the purpose of completing the Annual Federal Plan, the following definitions should apply:

(1) AGENCY: All executive departments, establishments and agencies of the Federal Government.

(2) HIGHER EDUCATION INSTITUTIONS (HEIs): Any institution of higher education in the United States and territories that offers at least two years of college-level studies in residence. Institutions to be included as qualified above are listed in the Education Directory: Colleges and Universities, published by the National Center for Education Statistics.

(3) HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCUs): Those institutions of postsecondary education that were originally founded or whose antecedents were originally founded for the purpose of providing educational opportunities for individuals of the "Negro or Coloured" race, and which continue to have as one of their primary purposes the provision of postsecondary opportunities for Black Americans.

(4) RESEARCH AND DEVELOPMENT (R & D): R & D is defined as studies, observation and other activities based on identification, description, experimental investigation, and theoretical explanation of physical or biological phenomena. This may also include studies and other activities based on observation, identification, experimental investigation, and explanation of social and behavioral phenomena.

(5) GRANTS: The method of transferring property, money, services, or anything of value to a recipient in order to accomplish a public purpose authorized by statue when no substantial involvement of the Federal agency in the performance of the activity is anticipated. A grant is an agreement to support research, whereas A contract is an instrument to procure research.

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(6) CONTRACT: A legal instrument reflecting a relationship between a Federal agency and HEIs where the principal purpose is to acquire, by purchase, lease, or barter, property or services for the direct benefit or use of such agency.

(7) COOPERATIVE AGREEMENTS: This is used to transfer property, money, services, or anything of value to a recipient in order to accomplish a public purpose authorized by Federal statue whenever substantial involvement between the recipient and the Federal government in the performance of the contemplated activity is anticipated.

(8) PROGRAM EVALUATION: Funded department or agency assessments of its programs and activities.

(9) TRAINING: Utilization of professional educational personnel to prepare agency personnel for appropriate knowledge and application of agency's mission(s) and function(s).

(10) FACILITIES AND EQUIPMENT: Disbursements for direct, indirect, incidental or related costs resulting from or necessary to the construction of, acquisition of, major repairs to, or alternations in structures, works, fixed equipment, facilities or land for college use.

(11) FELLOWSHIPS, TRAINEESHIPS, RECRUITMENT AND IPAs: This includes, but is not limited to, IPAs, cooperative education, faculty and student internships, visiting professors, management interns, and summer faculty research for which the institutions or clientele of the institutions receive some direct benefits. Also included is the hiring of individuals for the review of proposals and program applications.

(12) STUDENT TUITION ASSISTANCE, SCHOLARSHIP AND AID: Federal funds obligated to a college or university for payment to students or for payment of charges to students (e.g., tuition, room, board).

(13) OBLIGATIONS: A commitment before actual outlays have been made.

(14) MEASURABLE GOALS: Established agency obligations that can be quantitatively measured in dollar amount.

(15) OUTREACH ACTIVITIES: The communication and dissemination of information to HBCUs designed to increase their knowledge and awareness of the funding opportunities. For example, the distribution of brochures, press releases, closing date notices, invitations to meetings or conferences, recruitment visits, and steps to improve the application process so that HBCUs are encouraged to submit applications or proposals.

(16) INTERNAL POLICIES AND PROCEDURES: Agency methods pursuant to implementing regulations and policies that define the manner in which funding is provided for approved projects.

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(17) TECHNICAL ASSISTANCE: Direct assistance to HEIs in such key areas as proposal preparation, award negotiation, program and financial management, and development of research capabilities.

Any questions may be directed to The White House Initiative Office at (202) 245-2745. Please complete the Form and submit to:

The Office of the White House
Initiative on Historically Black
Colleges and Universities
Department of Education
Room 3682, ROB 3
7th & D Streets, S.W.
Washington, D.C. 20202

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ANNUAL PLAN

WHITE HOUSE INITIATIVE ON HISTORICALLY BLACK COLLEGES AND UNIVERSITIES
SUMMARY OF AGENCY PROJECTIONS FOR FUNDING IN GENERAL
PROGRAMS AREAS FOR FY 1984
(ACTUAL DOLLAR AMOUNT)

Agency Profile Data:

1. Name of Federal Agency_____

_____
Agency Head Signature

2. Name and Title of Agency Representative_____

_____

3. Total Universe of Funds Available for Obligation to Higher Education Institutions (HEIs) in FY 1984 $_____

A. General Program Areas for Involvement by Historically Black Colleges and Universities	Program Obligations for Fiscal Year 1984		
	1. Proposed Obligations to All HEIs	2. Proposed Obligations to HBCUs	3. Percent of HBCUs Obligations to Total HEIs Obligations (HBCUs – HEIs)
1. Research and Development			
2. Program Evaluation			
3. Training			
4. Facilities and Equipment			
5. Fellowships, Traineeships, Recruitment and IPAs			
6. Student Tuition Assistance, Scholarship and Aid			
TOTAL			

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B. In this Section, describe general agency strategies that will be used to accomplish the objectives of the President's Executive Order on Historically Black Colleges and Universities during FY 1984.

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C. In his memorandum for the Heads of Executive Departments and Agencies, dated September 22, 1982, the President directed all Federal agency heads to implement three policies in their efforts to comply with Executive Order 12320. Indicate what specific steps have been developed by your agency to implement the following policies:

- Wherever possible, agencies should place emphasis on the use of program funds to help improve the administrative infrastructures of Historically Black Colleges and Universities.

- In cases where agencies project decreased funding for all higher education institutions, they should strive to increase the percentage share allocated to Historically Black Colleges and Universities.

- Agencies should continue efforts to eliminate identified barriers to Historically Black Colleges and Universities participation in Federal programs and accelerate activities to single out policies or regulations which inhibit full participation in such programs by Historically Black Colleges and Universities.

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